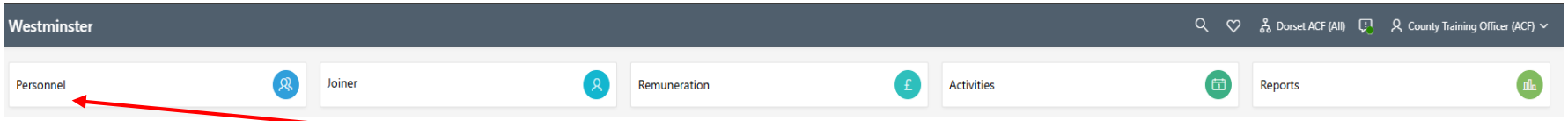
Cadet Vocational College

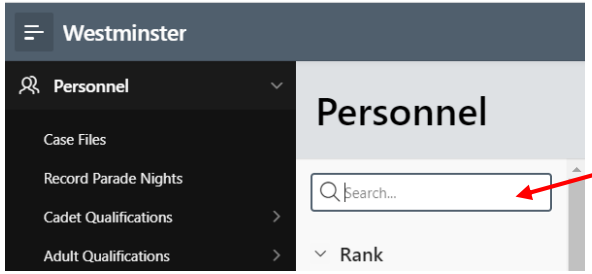
cvcollege.org | 01276 601701

Westminster Guide for uploading VQ Numbers

Log into Westminster



Click on Personnel



Type in name of Cadet/CFAV and select correct person

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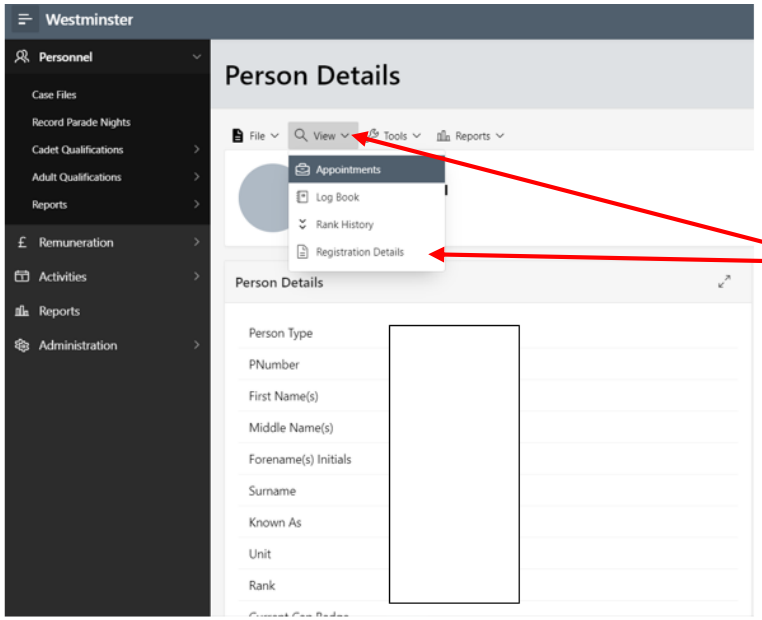
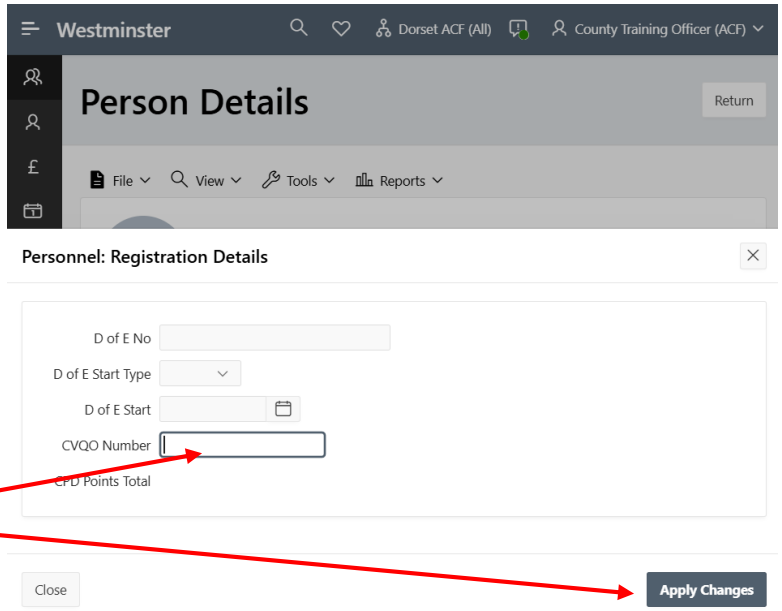


Click on View (or Edit) for the drop down menu and select Registration Details



In the CVQO Number Box add the full VQ number, for example VQ123456 and select Apply Changes

This will then update and appear when you click on Registration Details

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Once you have updated Westminster it should sync with Cadet Vocational College online (CV College online) learner system every Wednesday and any new results will show on the Thursday.

Common errors why a link is not created:

- **Name on Westminster is different** to the name on CV College online, for example Jon Smith on CV College online and Jonathan Smith on Westminster for the link to happen names need to be the same. Check with the learner what name they would like.
- **If the address is different**, this cannot be viewed on CV College online due to GDPR, but if the name is the same ask the learner if they have moved since they joined cadets to ensure the most up to date address is on their record.

Any changes that need to be made to the learners details on Cadet Vocational College systems please email Cadet Vocational College at tpd@cvcollege.org providing their VQ number as a reference with details of the requested changes.

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